

## HIPAA COMMUNICATIONS SUB-WORKGROUP

### **DRAFT CHARTER**

Version 3 (9/19/01 draft)

#### Purpose:

The purpose of the Communications Sub-Workgroup is to ensure appropriate and timely communication of guidelines, procedures and information between interested entities.

#### Scope:

- The scope of this charter covers state, county, and other business partner communication.
- This workgroup will share communication responsibilities with OHI, as OHI is responsible for communication relative to the overall process of California's compliance with HIPAA.
- Impacted entities should communicate with their own business partners (state departments, counties, providers, etc.)
- State, county and business associates should coordinate with associations (e.g., California Mental Health Directors Association)
- Allow for two-way communication.
- Departments and counties currently interact directly with Federal and National entities.

#### The charter is based on the following principles:

- Appropriate involvement by all affected Department management.
- Members should plan to attend all meetings and should have a backup person attend in their place if they are unable to attend.
- The workgroup lead, backup or other designated member will attend all external workgroup meetings and will report back to the sub-workgroup.
- The agenda for meetings will be created at the direction of the workgroup lead and will be e-mailed to all sub-workgroup members no later than COB of the Friday prior to the week of the next meeting. Agendas will be posted on the sub-workgroup's website.
- Workgroup members should report back to their respective organizations, and should work with their organization's HIPAA workgroup team leaders.
- Meaningful executive sponsorship from each involved Department.
- Workgroup members will assist with the analysis of issues and preparation of guidelines.

#### The sub-workgroup will:

- Define processes for external communication that other HIPAA workgroups will follow.
- Establish procedures to encourage departmental communication with business partners and the sharing of this information with other departments.
- Ensure the communication and coordination of implementation dates and contingency plans.
- Ensure the communication and coordination of testing plans.
- Identify all entities that should receive HIPAA communications.

- Identify all issues that entities need to know.
- Identify how each entity should be communicated with (e.g., e-mail)
- Log and report issues and questions using processes and forms developed by OHI.
- Maintain an issues log.
- Workgroup information will be maintained in the OHI website.
- Prepare document templates, standards and guidelines to assist affected agencies to meet HIPAA requirements.
- Invite participants outside of the Health and Human Services Agency.
- Publish a meeting schedule
- Lead or designee will provide status updates at the monthly statewide meetings, and is responsible for status reporting to OHI.
- Forward any legal issue that requires formal legal interpretation to the legal sub-workgroup.
- Coordinate and communicate issues and resolutions with OHI.
- Support OHI in implementing communication requirements of SB 456, specifically the requirement to represent California in discussions with the federal government and other national and regional standard setting groups.

### Process

- Entities should follow the defined “State Information Sharing and Issue Resolution” process (see attached).
- Departments should report and/or request approval from OHI regarding communication with the federal government and other national and regional standard setting groups.
- The HIPAA website will be the vehicle of choice for communicating issues, sharing resource tools and allowing for discussion and tracking of issues.